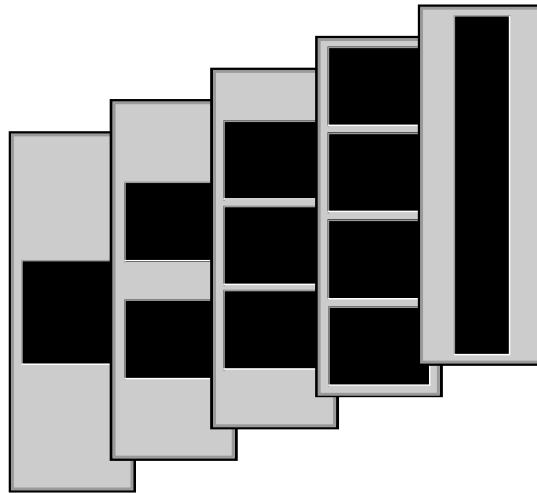




# United States Army Recruiting Command



## WARRANT OFFICER ACCESSION PROGRAM SAMPLE APPLICATION AND GUIDE



**WWW.USAREC.ARMY.MIL/WARRANT  
VOL XIII, JUL 04**

The information contained in this sample application and guide change frequently. For the most up-to-date information please visit our web site at [www.usarec.army.mil/warrant](http://www.usarec.army.mil/warrant).

## **STEPS IN PROCESSING A WARRANT OFFICER APPLICATION**

**Step 1:** Review Army Regulation 135-100 and Department of the Army Circular 601-99-1.

(Found on the Internet at [http:// www.usarec.army.mil/warrant](http://www.usarec.army.mil/warrant)). Use this web site to view any Army publications mentioned throughout this guide.

**Step 2:** Meet the following **NONWAIVERABLE** requirements:

- (a) US citizenship
- (b) General Technical (GT) score of 110 or higher
- (c) High school graduate or have a GED
- (d) Secret security clearance (Interim secret is acceptable to apply) (IAW AR 380-67 & AR 135-100)
- (e) Pass the standard 3-event Army Physical Fitness Test (APFT) and meet height/weight standards (IAW FM 21-20 & AR 600-9)
- (f) Pass the appointment physical for Technicians or the Class 1A flight physical for Aviators (IAW AR 40-501)

**Step 3:** Visit the Warrant Officer (WO) recruiting web site at: <http://www.usarec.army.mil/warrant>. Start with the "Program Overview" and follow the instructions to download the Sample Application and Guide and forms for use with Formflow or Adobe Acrobat software. Web site <http://leav-www.army.mil/woccc/> has valuable information about WO Candidate School (WOCS) and the WO Corps.

**Step 4:** Ensure you meet the **MINIMUM** prerequisites listed on our web site for your requested WO Military Occupational Specialty (WOMOS). If you do not, you must either wait until you do or request a prerequisite waiver.

**Prerequisites for 153A, Aviator:** Open to any rank and MOS, must be less than 29 by the board adjourn date, score 90 or higher on the AFAST, and pass a Class 1A flight physical.

**General prerequisites for all other WOMOSs:** SGT or higher, BNCOC graduate, 4-6 years experience in the field for which applying, meet prerequisites as determined by the WO proponent, and be less than 46 years of age by the adjourn date.

**Step 5:** Assemble application (original and 1 copy, but only 1 microfiche & 1 photo needed). Ensure documents are less than 90 days old upon receipt at USAREC. The only exception are the Letters of Recommendation, they are good for 12 months. **DO NOT** send an incomplete application with plans to send the missing document(s) later. **DO NOT** use document protectors or binders.

**Step 6:** Take completed application and 1 copy to your Personnel Services Detachment (PSD)/Military Personnel Division (MPD) or S-1 office for review and endorsement stating you are not barred, flagged or pending UCMJ action. Applications without this endorsement will not be processed. **Non-Army** personnel can skip this step and submit their application directly to the address indicated in step 12.

**Step 7.** When we receive your application it will be screened for completeness and accuracy. You will be notified of any discrepancies by phone, email or regular mail using the contact information in blocks 17 & 19 of your DA Form 61. Obtain confirmation that your application was received by checking the application status link on our web site. (Ensure you include an email address on your DA Form 61 that you check daily.)

**Step 8:** For technicians, your application is forwarded to the WO proponent for technical evaluation and recommendation on waivers. Aviator applications are evaluated at USAREC unless a waiver is required. Proponent-qualified applications are considered "board-ready" if no waivers are needed. The application is returned to the applicant if not qualified by the proponent. Please allow 4 - 6 weeks for proponent qualification.

**Step 9:** Applications requiring a moral waiver (if block 26 of the DA Form 61 is answered YES) are forwarded to Army Reserve Personnel Command (AR-PERSCOM), St Louis, MO by USAREC. Please allow 4 - 6 weeks for processing waivers.

**Step 10:** Applications requiring an Active Federal Service (AFS) waiver\* or an age waiver\*\* are forwarded to the Deputy Chief of Staff for Personnel (DCSPER) at HQDA. Please allow 4 - 6 weeks for processing waivers.

**\*AFS Waiver** 12 or more years active service, 8 years for WOMOS 131A

**\*\*Age Waiver** Aviator applicants who are 29 or older by the adjourn date of the board, or  
Tech applicants who are 46 or older by the adjourn date of the board

**Step 11:** Accession boards are held bimonthly at USAREC starting in October, but not all MOSs are considered at each board. See our web site to determine when your WOMOS will be considered. At least one WO from your requested WOMOS branch will be a board member. The board's vote results in one of the following designations:

- **Selected, Qualified - Select (S-Q)** (You have been selected and will attend WOCS in approximately 2 - 6 months)
- **Fully Qualified, Non-selected (FQ-NS)** (You have not been selected and will be considered by one more board)
- **Not Selected, Not Competitive (NS-NC)** (You have been not been selected by 2 consecutive boards, and are not considered competitive with current information provided. The application will be destroyed). Applicants twice non-selected for the WO Program may reapply immediately if they remain qualified, otherwise the application will be returned upon request. If the application is not updated as described below or is not returned per your request, it will be destroyed after 60 days.

**Step 12:** Visit our web site at least monthly for new or updated information and for board results (normally published by the 10th of the month following a board). Update your application with awards, NCOERs, transcripts, APFT, resume, letters, etc. Mail updates to: **COMMANDER, HQ USAREC, ATTN: RCRO-SM-A, 1307 3RD AVE, FT KNOX, KY 40121-2726** NLT the 1st of the month in which board convenes. **Fax number is DSN 536-0938 or commercial (502) 626-0938.**

## WARRANT OFFICER APPLICATION CHECKLIST

1. DA Form 61 must be completed using the example on pages 3, 4 and 5. Pay particular attention to the following areas: Block 21-list all colleges attended with either degree/credits and the graduation or expected graduation date; Block 26 - check your enlistment records for exact information (exclude traffic violations involving a fine of \$250.00 or less); Block 41 - must be in the format shown with your data entered and signed by your commander. The Army standard 3 event APFT is the only acceptable test and must have been taken within the past six months. Applicants who don't meet height/weight standards of AR 600-9 must submit a Body Fat Content Worksheet signed by their Commander. Ensure you **SIGN** and **DATE** block 42 before forwarding your application.
2. Transcripts are required to verify all education and must show course title, credit hrs awarded and grade received, i.e. Engl. 101, 3hrs, A. Copies are acceptable. Do not double count hours awarded for military schools and experience.
3. DA Form 160 must be completed as in the enclosed example (page 6).
4. If required, submit one request for each moral or prerequisite waiver needed (pages 7 and 8). Submit an Active Federal Service (AFS) or age waiver using the prerequisite waiver format (page 8).
5. Statement of Understanding for Appointment as a Warrant Officer (page 9). **Type verbatim and sign.**
6. Memorandum from your Security Manager stating: (1) security clearance level, (2) the agency that granted it, and (3) the date granted. A copy of your DA Form 873 will **NOT** meet this requirement. Memo must be less than 90 days old upon receipt.
7. All applicants (other than Flight) require an APPOINTMENT physical initiated within the last 2 years, IAW Chapter 2, AR 40-501. Blocks 5 and 77, or blocks 16 and 46 (depends upon the version of SF88) must reflect WOC Appointment, WOC school, Warrant Officer, Commissioning or similar wording. A current **Drug and Alcohol** test is required as part of the Appointment and Flight physicals. **Flight applicants see item 15a.**
8. The Official Military Personnel File (OMPF), microfiche or hard copy, is required regardless of rank. Any documents missing or deleted from the fiche can be submitted in hard copy. Do not send documents that should not be filed on your OMPF. To find out what is required and to review your microfiche please visit the web site <https://www.hrc.army.mil/> and select the OMPF icon. You will be able to review your microfiche. Another option is to check with your personnel office for guidance. You are responsible for ensuring your microfiche is accurate and current. Your OMPF can be obtained by faxing a written request to DSN 699-3631 or commercial (317) 510-3631 or by writing: Commander, USAEREC, ATTN: PCRE-Customer Service, 8899 East 56th Street, Indianapolis, IN 46249-5301. SGTs or above with NCOERs on file can phone, fax, or mail their requests. SGTs with no NCOERs on file and SPCs or below must send a written request by fax or mail. Include complete name, social security number and signature in the request. The request for your OMPF will only be granted if you state in the request that it is for an Exception to Policy for Warrant Officer application. You will have to include the reason in the request. Soldiers will need to provide their Name, Rank, SSN and address in the request. Requests can be faxed to DSN 699-3631 or COM 317-510-3631. Email request to [custsupt@erec.army.mil](mailto:custsupt@erec.army.mil)
9. Enlisted Record Brief (ERB) (formerly the DA Fm 2A and 2-1) dated within the past 90 days is required for all applicants. Non-Army personnel will submit their military personnel service record instead of these documents.
10. An official three-quarter-length photo is required. Non-Army personnel must send an official photo taken in the Class A uniform. Deployed personnel who do not have a Class A uniform available may have a regular photo taken in their duty uniform. Currently, there is no requirement for the age of the photo.
11. Company and Battalion Commanders' letters of recommendation should be 3 to 5 paragraphs with specific, quantifiable comments about your character and tactical and technical competence. Use memo format and address to President, Warrant Officer Accession Board. Non-Army personnel will use the first two commissioned officers in their UCMJ chain-of-command. A letter from a Senior Army Warrant Officer (SWO) (CW3-CW5) from the MOS for which you are applying is the only other letter that will appear in front of the board. If applying for 153A (Aviator), see 15b below. The letter from the SWO is NOT required for ALL applicants (check the WO MOS prerequisites), but is **STRONGLY** recommended. Letters must be less than 1 year old upon receipt. You may use letters from your previous chain-of-command if you had a recent PCS or change of command.
12. Prepare a resume using the format on pages 10 and 11. You **MUST** use this format, however, you can lengthen or shorten the resume as needed.
13. Obtain the PSD/MPD/S-1 review and endorsement prior to mailing to USAREC. Not needed for Non-Army personnel.
14. **Non-Army servicemembers** have additional requirements and can visit our web site (Program Overview & Info Non-Army) for a list of these requirements.
15. Below are additional requirements for MOS 153A, (Aviator) applicants only:
  - a) Your Class 1A flight physical **MUST** be reviewed and approved by the US Army Aeromedical Center, ATTN: MCXY-AER, Ft Rucker, AL 36362-5333 after it is completed at your hospital. This review will 6-8 weeks, after which you can check the status by calling DSN 558-7430/20 or commercial (334) 255-7430/20 or by Email: [adele.kynard@se.amedd.army.mil](mailto:adele.kynard@se.amedd.army.mil). Flight physicals are valid until **18 months** from the date initiated. Reference is **Chapter 4, AR 40-501**.
  - b) All flight applicants should be interviewed by an Army Aviator in the rank of CW3-5 or Major and above. If the unit commander or above is a field grade aviator, the aviator interview may be part of the commander's endorsement. In this case, the commander's endorsement must contain the same statement required for the aviator interview. Use a memorandum format and start with the statement "I have interviewed (your name) and find (he/she) has the needed personal characteristics, motivation, physical stamina, and qualifications to be appointed a U.S. Army Reserve warrant officer and appears acceptable for selection into the WOFT program as a warrant officer candidate." Applicants from other military services may be interviewed by a field grade aviator from their branch of service if an Army aviator is not readily available. Army aviators will conduct the interviews whenever possible.
  - c) DA Fm 4989-R (page 12) must be completed and signed by you (block 20) and your Commander (block 21).
  - d) DA Fm 6256, AFAST Score Worksheet, reflecting a score of 90 or higher (nonwaiverable).

**(You will use this moral waiver request if you responded YES to block 26 of the DA Form 61. If you responded NO, you do not need a moral waiver).**

***(Letterhead)***

*(Office Symbol)*

*(Date)*

MEMORANDUM FOR COMMANDER, USAREC, FORT KNOX, KY 40121-2726

SUBJECT: Request for Moral Waiver

1. Request a waiver of the following offense: (State specifically what you were charged with. Do not just list Article 92, Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract or for any Article 15s, to include summarized. Moral waiver is not required for traffic fines of \$250 or less. Do NOT include court cost).

2. Date of offense: *(Month and year)*

3. Place of offense: *(City and State)*

4. Punishment imposed: *(Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)*

5. Mitigating circumstances surrounding the charge: Three points to address:  
(1) Accepting responsibility for your actions, (2) The lessons learned, and (3)  
How you now contribute to your unit, community and military service.

*(Signature)*  
*(Full Name)*  
*(Rank)*  
*(SSN)*

**Note: A separate moral waiver request must be submitted for each offense.**

**(Letterhead)**

(Office Symbol)

(Date)

MEMORANDUM FOR COMMANDER, USAREC, FORT KNOX, KY 40121-2726

SUBJECT: Request for Prerequisite Waiver  
Request for Age Waiver  
Request for Active Federal Service Waiver (AFS)  
**(Select the appropriate one)**

1. (State the type of waiver you are requesting) Example: Request an age waiver; Request an Active Federal Service Waiver, Request a prerequisite waiver (state the prerequisite you wish to waive).

2. Anyone can request a prerequisite, AFS or age waiver, but not everyone will get them approved. Give a detailed explanation why you feel this waiver should be approved. Please note that waivers are approved only in unusual circumstances. Prerequisite waiver requests that do not give adequate justification, i.e. unusual skills, unique talents, special circumstances, etc. will probably be disapproved. With AFS waivers (required if you have 12 or more years AFS) or age waivers (required if you will be 29 or older for aviators or 46 or older for technicians, by the convene date of the board) the same principle applies and requests must be fully justified. Adequate justification might be: unusual circumstances, deployed for past year and unable to submit a packet, unusual skills, or unique talents. Asking for these waivers just because they are a part of the application will not result in approval.

(Signature)  
(Full Name)  
(Rank)  
(SSN)

**Note: A separate waiver request must be submitted for each prerequisite.**

**(Letterhead)**

(Office Symbol)

(Date)

Statement of Understanding for Appointment as a Warrant Officer

I understand that if I am appointed as a warrant officer in the Reserve of the Army with concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course (WOBC) unless I have been precertified by the WOMOS proponent.

I further understand that if I am appointed as a warrant officer in the Reserve of the Army without concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course (WOBC) within two years of appointment unless I have been precertified by the WOMOS proponent or unless extended by HQDA.

I also understand that if I am eliminated from, or fail to successfully complete the technical and tactical certification as specified above, I may be subject to discharge, under regulations in effect at that time, from the Reserve of the Army.

(Signature)  
(Full Name)  
(Rank)  
(SSN)

***Note: Type this statement verbatim on your unit's memo letterhead***

NAME: WHO, You Are  
RANK: Sergeant  
SSN: 000-00-0000

ADDRESS: Street Address  
City, State ZIP  
Telephone Number  
email:

UNIT: HHC, III Corps  
Fort Hood TX 76544  
DSN: 738-7411  
email:

OBJECTIVE: To obtain an appointment as a warrant officer, USAR, in MOS 153A, Aviator

CIVILIAN EDUCATION: (*This should agree with Block 21 of the DA Form 61*)

Bachelor of Science, University of Maryland, College Park, MD; Associate of Arts, Central Texas College, Killeen, TX; Diploma, Orchard View High School, Muskegon, MI (**Bold high GPA, Dean's List, special recognition, etc**)

MILITARY EDUCATION:

List in order from most recent to earliest training attended/completed.

12 Jan 97 - 11 Apr 97  
BNCOC  
US Army Soldier Support Center

**Bold** individual accomplishments such as **distinguished** or **honor graduate**. Stress MOS related subjects. How is school Ft Jackson, SC relevant? Indicating mid-level management school or just listing the scope of training is not very descriptive.

6 Aug 95 - 1 Sep 95  
PLDC  
NCO Academy  
Camp Jackson, Korea

Resume is very important, it shows your ability to communicate in written form. Write at the 12th grade level and use a thesaurus to help with vocabulary. Do both spell and grammar checks because errors will doom an application.

1 Feb 93 - 12 Mar 93  
Personnel Management Specialist  
US Army Soldier Support Center  
Fort Jackson, SC

There will be board members unfamiliar with your MOS so use easily understood terms. Make it reader-friendly. If using MOS specific terms, spell them out and **show the acronym in bold in parenthesis**. It is acceptable to use the acronym alone the second time. **Don't overuse bolding effect**, it could be a distraction to board members.

Can list correspondence courses but not subcourses.

## MILITARY EXPERIENCE:

Jul 97 - Present  
Enlisted Assignments NCO  
HHC, III Corps  
Fort Hood, TX

List **ALL** military assignments  
Concise job description focusing on the unique characteristics of your specific positions. List **outstanding achievements** and **additional duties** while in position. Spell out terms that apply to your assignment and then **bold the acronym** for any key terms/buzzwords in your MOS, i.e. Prescribed Load List (**PLL**).

Jul 94 - Jun 97  
Records NCO  
Ft Jackson, SC

**Bold any significant achievements, impact awards, receipt of unit coins, certificates of achievement, or appearance before soldier/NCO of the month/qtr boards.**

Jun 93 - Jun 94  
Levy Clerk  
A Det 516th PSB  
APO AP 96205, Korea

Focus on **measurements of success. NOT** just a job description, but how well you did the job. Use NCOER bullets as a reference. Mention if you **exceeded standards on a significant inspection/evaluation. Bold deployments** or make a separate assignment entry if deployment was for several months.

## CIVILIAN EXPERIENCE PERTINENT TO MOS 153A: (If none, then omit this part)

Jan 90 - Dec 90  
Secretary  
Kelly Temporary Services  
Grand Rapids, MI

Use same guidance as above.  
Explain any relevant experience or training you obtained that pertains to the requested WO MOS. Leave blank if no relevant civilian experience.

## SUMMARY:

Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your skill. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include in **bold** type all of your **significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc)** mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical skills needed to become a WO. Answer this question: **What have you done or accomplished that sets you apart from your peers?** *(Additionally, aviator applicants should include why they want to be an Aviator.)*

## Other notes:

- Use plain white paper, black ink and a 12 point standard font such as Arial or Times New Roman.
- Don't go through a big expense. Prepare the resume yourself, but do a quality job.
- If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer.

## **FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT THE WARRANT OFFICER PROGRAM**

### **Q: When is the cutoff for receiving a packet for a board?**

A: Cutoff is the 1st of the month prior to the board, i.e. cutoff for the March board is 1 Feb. Some applications received by the cutoff may not be ready by the next board because of missing/incorrect information or because additional processing is required, i.e. forwarding to the WO proponent or moral/prerequisite waiver authority. Aviator applications that are complete, accurate and require no waivers may be boarded if they arrive just days before the board; however, there are no guarantees. The objective is to submit a complete and accurate packet; not to try time the application for a specific board. The recruiting team will do their part to process your application as expeditiously as possible.

### **Q: Why am I applying for WO, US Army Reserve, I want to serve on active duty?**

A: Don't worry, you will be serving on active duty. All warrant officers receive their appointment in the U.S. Army Reserve as a WO1. This is why you check "Warrant Officer - Army Reserve" in block 1 of the DA Form 61. A Reserve appointment does not affect your pay or type of service. You will serve full time on active duty and will receive the regular active duty pay for WO1. You will be tendered Regular Army upon your promotion to CW3.

### **Q: Can I apply for more than 1 MOS?**

A: In block 5a of the DA Form 61 you can list up to 3 MOSs, BUT YOU MUST MEET THE PREREQUISITES for all MOSs listed. List in order of preference because the packet is boarded with your first preference and if you are selected then the packet is not boarded again. If not selected, your packet is boarded in your second and third preferences. Your application must include the documents required for each MOS. Also, each proponent must qualify you for each of the MOSs. Listing more than one MOS results in additional processing time.

### **Q: What is the standard for transcripts?**

A: Provide transcripts for all hours listed in block 21c of the DA Form 61. Copies are acceptable as long as they are legible. If your final college has evaluated all of your prior courses and course number, title, number of hours, and grade are listed on the final transcript, then you do not need copies of transcripts from colleges attended earlier. If this information is not listed on the final transcript, then include transcripts from all colleges attended. Selection board members must be able to verify courses taken and grade received. Do not double count civilian education credit awarded for military schools or experience. If more than one school has evaluated your military training and experience and awarded college credits then use only the one that granted the greatest number of college credits.

### **Q: How do I know if I need a moral waiver?**

A: You should check YES in block 26 of the DA Form 61 if you have ever been arrested, charged, cited, held, or detained for any reason at any time. This includes any previous juvenile offenses, Article 15s, court-martials or traffic fines of more than \$250. Example: You were detained for vandalism while in high school but the charge was dismissed. You still require a waiver because you were detained for this offense. If an infraction is noted on your enlistment contract, you must request a moral waiver. If you need a moral waiver, follow the format in the sample packet and include a moral waiver for each violation.

### **Q: Why is the date in block 42 of the DA Form 61 so important?**

A: Date is used to determine if you need an Active Federal Service (AFS) waiver (12 or more years of AFS, 8 or more years for WOMOS 131A) and also to determine when you can reapply if not selected after two board reviews. You may reapply one year from the date you signed the DA Form 61.

### **Q: What information should I include in block 13 of the DA Form 160?**

A: Indicate if you are enrolled in the Army Married Couples Program (AMCP) or the Exceptional Family Members Program (EFMP). You may include any other assignment considerations or leave blank if none apply.

### **Q: What is the standard on Letters of Recommendation?**

A: Letters of recommendation are a very important part of the application, they must be dated within the past 12 months upon receipt at this headquarters and a maximum of three letters of recommendation will be accepted: one from your Cdr, one from your Bn Cdr and one from a senior warrant officer (SWO) in your chosen career specialty. The letter from the SWO is not required for all WOMOSs (see WOMOS prerequisites) but is STRONGLY recommended. For flight applications you may substitute a letter from a MAJ or higher (Aviation Branch on flight status) for the SWO. The Cdr and Bn Cdr letters must be from your current chain of command unless you have been assigned less than 90 days. In this instance, you may obtain letters from your previous chain-of-command, but you must make note of this by attaching a note or memo to the letters. The letters should be specific and quantifiable. Do not use a form letter with generic and flowery sentences. If you have received NCOERs you may want to use some of the strong bullets as a starting point in drafting the memos. For more guidance, visit "Letters of Recommendation" in our web site.

**Q: What is the standard for the security clearance memo?**

A: Obtain a memorandum from your Security Manager indicating the level of clearance, type of investigation, and the date the clearance was granted. If required, indicate any special access granted. Ensure memo is DATED and SIGNED by your Security Manager. Do not substitute a copy of the DA Form 873 for this requirement. Only the described memo will meet this requirement. Must be dated within 90 days of receipt at USAREC.

**Q: I can't get a SECRET clearance, what can I do?**

A: You can submit an application with an interim secret that can be approved by your local installation security manager. The memo format is the same and includes the same information, but indicates an interim secret granted. This will allow you to submit an application. You should continue pursuing the final secret clearance so you have no problems while attending WOCS. If you are selected, you should fax in a copy of your final secret clearance as soon as it is granted and the team will pass to the Accessions Branch at HQDA.

**Q: What is the standard for the OMPF?**

A: Include your Official Military Personnel File (OMPF) which is normally on microfiche. Review your OMPF to determine if any documents are missing and include a hard copy of any missing documents. If you cannot obtain a fiche copy, then a paper copy of all documents filed in the permanent section of your Military Personnel Records Jacket (MPRJ/201 File) will suffice. Ensure you contact your PSD to determine all documents needed, to include enlistment/reenlistment contracts/documents, NCOERs, awards, latest promotion orders, etc. Emergency Data Record and SGLI documents are not needed. You are responsible for ensuring your microfiche is accurate and current.

**Q: What is the standard for the Enlisted Record Brief (ERB) (formerly the DA Forms 2A and 2-1)?**

A: ERB must be current, accurate and dated within 90 days of forwarding your application. Only your servicing personnel office is authorized to make pen and ink changes. Ensure awards on the ERB agree with your DA Photo. If you recently retested to raise your GT score, ensure the new score is posted. Ensure NCOES schools such as PLDC/BNCOC/ANCOC are posted. Ensure the civilian education entry agrees with your transcripts. Also ensure your assignment history is correct. Remember that you are responsible for ensuring your ERB is accurate and current.

**Q: What is the standard for the Official Photo?**

A: This is a very important part of your application because this is the first item the board members see and it helps form a first impression. The requirements are for a three-quarter-length photo to be submitted with your application. If your uniform is rumpled or you are borderline on meeting Army standards, it will be hard for board members to forget this while reviewing your application. Wear only permanent decorations; exclude those you wear just because you are assigned to a specific unit. Have someone look over your uniform before taking the photo. Any quality photo in military uniform may be submitted instead of the official DA Photo.

**Q: What are some pointers on preparing the resume?**

A: Use the valuable guidance contained in the sample resume. Start early on the resume and continue to review/edit while you compile the rest of the application. Have the best English expert you know review the resume. Writing skills are very important to a warrant officer and the resume demonstrates your ability to communicate in written form. This is not a civilian resume limited to one page; you should state specifics but keep it brief and concise. Please follow the example in the guide, as it is a standard format, which provides an easier read for the board members.

**Q: What is the standard for the physical?**

A: Aviator applicants must include a Class 1A flight physical approved by the Aeromedical Center, Ft Rucker. Your hospital will forward the physical to the Aeromedical Center and the review takes 6-8 weeks. Once you receive the physical back stamped "APPROVED", you include it with your application. We do not accept applications without the approved physical. This physical is valid for 18 months from date initiated. Technician applicants must include a physical that indicates qualification for WO appointment, WOC training, Commissioning or words to that effect and these physicals are valid for 24 months from the date initiated. A Class 1A flight physical meets all physical requirements if you are applying for flight school and a tech MOS and only this physical is required. Physicals taken for appointment as a technical WO will not meet the Aviator application requirement. Please ensure that you have a drug and alcohol test results are included with your physical.

**Q: Can I ask for and get an age waiver for Aviator or an Active Federal Service (AFS) waiver for Technician?**

A: Yes, but don't assume it will be approved just because you ask for it. Approval authority rests with the Deputy Chief of Staff for Personnel (DCSPER), at HQDA. The standards for an age waiver (Aviators over 29 by the date the board adjourns) or an AFS waiver (for anyone who has reached 12 years of AFS, 8 years for WOMOS 131A) are very stringent. You should explain unique circumstances or special skills and justify why you did not apply for WO before the waivers were required. Include the waiver request as a part of your application.

**Q: What can you tell me about the DA Form 6256, results of the Army Flight Aptitude Selection Test (AFAST)?**

A: This test is administered through your education center or at your nearest Military Entrance Processing Stations (MEPS). A score of 90 or higher is passing and once you pass you cannot retest. You may retest one time after 6 months if you score 89 or lower. The maximum score is 176. Recommend you get a study guide from the library, bookstore, or online bookstore and implement a vigorous study program before testing.

**Q: Where do I take the application once it is complete?**

A: Take the application to your servicing Personnel Services Detachment (PSD), obtain their review by endorsement and forward to USAREC. Endorsement must state you that you are not barred, flagged, or pending UCMJ action. Packets not reviewed by the PSD will be returned without action. Non-Active Army personnel can skip the PSD review.

**Q: Can I update my application?**

A: Yes, you can update your application at any time. I recommend that you package your updates and forward to USAREC about 15-30 days prior to the board. If you piecemeal your updates, your application may become cluttered with excess documents and it may be difficult to determine which updates are the most recent. You may update your application before the board, and should you not get selected, prior to your second board. You may update letters of recommendation, resume, awards, NCOERs, APFT, civilian/military education, promotion, ERB, OMPF, photo, or new phone numbers and mailing address. You can email a Recruiter from our web site 7-10 days after mailing updates to obtain confirmation they were received. Include your name, rank and SSN on all email inquiries. You can fax your updates but this is not recommended because the faxed copy is never as legible as the original.

**Q: What happens once I am selected?**

A: The names of those selected are posted in our web site NLT 10th of the month after the board adjourns. If selected, you will receive notice from the Warrant Officer Accessions Branch at HQDA and can expect a school start date as soon as 2-6 months out. Of course, this timeline is flexible and normally more notice is given. CONUS based Technicians go to the Warrant Officer Candidate School (WOCS) TDY and return. OCONUS based Technicians go to WOCS and the Basic Course (WOBC) TDY enroute to the first permanent assignment. All aviators PCS to Ft Rucker for WOCS and for follow-on flight-training (WOBC). Aviators are authorized family travel entitlements but it is not recommended to move your family until after WOCS. The redeployment section of your servicing PSD/MPD is your point of contact for all orders.

**Q: What happens if I am not selected?**

A: The names of all personnel considered by a board are published in our web site. If you are not selected by the first board that considers your application, your application is designated Fully Qualified - Non-Select (FQ-NS) and will be reviewed by the next board that convenes for your requested MOS. If you are not selected after a review by two boards, your application is designated Non Competitive – Non Selected (NC-NS) and will be destroyed in 90 days. You will **NOT** receive notice of the reason for non-selection. Board members vote using the “whole person” concept and do not indicate a reason for non-selection. You should look at your entire packet to determine if it could be improved. Applicants twice non-selected for the WO Program may reapply immediately if they remain qualified, otherwise the application will be returned upon request. If the application is not updated as described below or is not returned per your request, it will be destroyed after 60 days.

**Q: Can I express mail my application?**

A: Yes, but you may want to evaluate whether it will make any difference by looking at the board schedule to determine when your WO MOS will be boarded. The address is listed on page 1, step 12.

**Q: What does the warrant officer proponent do with my application?**

A: WO proponents are located at the installation where the MOS is trained and they review all Technician applications and any Aviator applications with an age or AFS waiver. Aviator applications that do not require a waiver are proponent qualified at USAREC. Their responsibility is to evaluate your application to determine if you have the technical skills necessary to become a WO, approve or disapprove prerequisites waivers, and make a recommendation on AFS waivers for Technicians and age waivers for Aviators.

**Q: What can I do to ensure my packet gets a “first time go” when reviewed by a recruiter?**

A: Go to our web site, print the checklist under “Download Area?” and review your application using the checklist.

**Q: Should I call the recruiting team every month or two to check on my application?**

A: There is usually no need to call the recruiting team except under unusual circumstances. You can email us 5-7 days after mailing an application or updates to determine if they were received. You can also email us to see if waivers were approved or if the WO proponent qualified your application. Just remember to allow the 4-6 weeks for each processing step before doing a status check on your application. If you have a question that is not answered in the web site, then feel free to call us or email us through our web site. We do not mind phone calls and welcome them when not traveling, but the team travels a lot and you may feel frustrated if you have to leave voice mail.